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23 July 1956

MEMORANDUM FOR: Director of Personnel

FROM : PCI/DOI

25X1 SUBJECT : Promotion of [] From GS-12 to GS-13

25X1 1. [] joined this Project in January 1956 and has served as Assistant Personnel Officer. In addition to assisting in all phases of Project personnel administration, he has been primarily responsible for handling military personnel. His work has necessitated close liaison with various offices in the Pentagon and in the Agency. He has demonstrated his ability to get the job done in a polite and efficient manner.

25X1 2. [] has clearly demonstrated his capacity to perform at the GS-13 level--the grade of the position he is presently occupying. He has been in his present grade approximately 20 months. We believe the experience he has gained with this Project qualifies him for numerous assignments within the Office of Personnel at the GS-13 level following the completion of the Project.

25X1 3. I recommend [] with enthusiasm. [] who is the Deputy Director of Administration and who was Project Personnel Officer for the first four months of [] assignment, heartily concurs in this recommendation.

25X1 []
Project Personnel Officer

Dist:

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